



Application for Registration of Designated Radiation Equipment Class 3b and 4 Lasers

OWNER INFORMATION

Is this equipment owned by a Zone? Yes No
If **yes**, which Zone? _____

If **no**, please complete the following:

Owner Name: _____ Contact Name: _____
Street Address: _____
City: _____ Postal Code: _____
Telephone Number: _____ Fax Number: _____
Email: _____

FACILITY INFORMATION

Facility Name: _____ Contact Name: _____
Address: _____
City: _____ Postal Code: _____
Telephone Number: _____ Fax Number: _____
Email: _____

PLEASE INDICATE WHERE THE EQUIPMENT IS LOCATED:

- Cardiology Dental Dermatology Obs/Gynecology Oncology
 Ophthalmology Physiotherapy Podiatry Radiology Research
 Surgery Other _____

TYPE OF DESIGNATED EQUIPMENT

A. Please select the appropriate information:

- Class 3b Class 4

B. This equipment is: Stationary Mobile Temporary until: _____

EQUIPMENT INFORMATION

Location within facility: _____
Manufacturer: _____ Model Number: _____
Manufacturer Date: _____ Serial Number: _____
If equipment is from another facility, please indicate facility name: _____



College of
Physicians
& Surgeons
of Alberta

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I certify that, to the best of my knowledge, the information in this application is complete and accurate, and that this equipment and the radiation facility associated with its use, comply with the *Radiation Protection Act* and Regulation.

Owner signature: _____

Date: _____

Please complete and return to the
College of Physicians & Surgeons of Alberta
Eve Behr, Accreditation and Radiation Equipment Analyst
Email: eve.behr@cpsa.ab.ca
Fax: 780-428-2712

Your privacy is important to us!

We collect, use and/or disclose your personal information with your consent unless otherwise authorized or required by legislation. As per our CPSA Privacy Statement, we collect and use your personal information to do our College work, which is to protect the public and to guide and regulate Alberta physicians.

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Owner Responsibilities

- **Radiation equipment cannot be used until a CPSA registration certificate has been issued.**
- Register equipment according to CPSA step-by-step instructions.
- Recertify equipment according to CPSA step-by-step instructions.
- Ensure a copy of the original CPSA *Certificate of Registration* for equipment is on-site at the facility w it is registered.
- Pay the one-time registration fee(s) and subsequent annual renewal fee(s) in a timely manner.
- Submit annual confirmation of laser equipment profile(s) with/without changes back to CPSA.
- Notify CPSA of equipment that is discarded, stored, sold, leased, or transferred* within 30 days:
 - Complete and submit Notification of Change form with section “C” completed
 - Return original CPSA *Certificate of Registration*
 - If required, advise CPSA of new owner name and/or new location
- If equipment is sold, *your* responsibility is to inform the new owner to register with CPSA prior to operating.*
- Inform CPSA prior to resuming use of stored equipment.
- Stored equipment must be re-tested by an Authorized Radiation Protection Agency (ARPA) and new CPSA certificate issued when:
 - Certificate’s expiry date has lapsed
 - OR**
 - Placed in storage for longer than **one month**
- Notify CPSA of relocated equipment - Complete and submit Notification of Change form with section “B” completed
- Notify CPSA of equipment modifications - Complete and submit Notification of Change form with section “A” completed
 - Re-testing may be required

*Radiation Protection Regulation 13.1 & 13.2

FAQ's

- **Why do class 3b/4 lasers require registration?**
 - Class 3b/4 lasers are classified as designated radiation equipment, as per Section 8 of the Radiation Protection Regulation.
- **Why does CPSA register laser equipment?**
 - We are a Radiation Health Administrative Organization (RHAO) in contract with Alberta Labour to administer the Radiation Equipment Program which is responsible for registering physician owned/operated x-ray equipment and class 3b/4 lasers.
- **If a laser is owned by the facility and used by a CPSA registered physician, is it registered at CPSA?**
 - Yes.
- **If a laser is owned by the facility and used by other personnel (i.e. estheticians, nurses) but not a physician, is it registered at CPSA?**
 - No, if the facility is not physician-owned it is registered with the Alberta Association for Safety Partnerships (AASP).
- **If a CPSA physician only uses the laser occasionally, is registration still required?**
 - Yes.
- **What is an ARPA?**
 - Authorized Radiation Protection Agency – facility and equipment inspectors.
 - ARPA's are a completely independent, **separate regulatory-identified group**.
 - ARPA's are not employed by the CPSA.
- **What happens if an ARPA deems our facility and/or equipment non-compliant?**
 - The non-compliance report is submitted to CPSA.
 - CPSA sends a follow-up letter to owner indicating registration/recertification process **will not** continue and equipment **must not** be used until:
 - Non-compliance issues resolved and ARPA may need to re-test for compliance
 - Report submitted **and**
 - CPSA registration certificate issued
 - **It is the sole responsibility of the owner to work with the ARPA to achieve facility and/or equipment compliance.**
 - Once compliance is achieved the ARPA will notify the CPSA; the registration/recertification process will continue.
- **Can I submit CPSA equipment registration applications to the ARPA?**
 - No.
- **Compliance verification testing is required when:**
 - A new laser is purchased.
 - Existing equipment or the facility's structure is modified.
 - Existing equipment is relocated within the same facility.
 - Existing equipment is transferred to another facility.

- **How do I determine if a laser is class 3b/4?**
 - Read the manufacturer's labels on equipment, or read owner manual.
- **Can individuals other than physicians use lasers for hair removal?**
 - Yes. The registered owner is responsible for ensuring all personnel who use the laser are appropriately trained as per manufacturer/vendor instructions/requirements.
- **Why can't I register laser equipment using the paper-based verification form?**
 - Only lasers in a recertification cycle can take advantage of the paper-based compliance verification process.
- **Why can't equipment be operated without a registration certificate?**
 - Operation without a valid CPSA registration certificate is in direct contravention of the *Radiation Protection Act*.
 - A stop-use directive will be issued; a fine may be levied on prosecution from Alberta Labour.
- **Do temporary/loaner lasers require registration?**
 - Yes; restrictions are placed on the CPSA registration certificate.
- **How do I maintain laser equipment registration?**
 - Registered owners receive profiles of all active equipment from CPSA.
 - Owners are required to review/update profiles – with or without changes – to CPSA.
 - Reviewing equipment profiles is **not the same process** as recertifying equipment.
- **What happens if equipment is not recertified by the expiry date on the certificate?**
 - Certificate expiry is in contravention of the *Radiation Protection Act*; a stop-use directive is issued and remains in effect until recertified by the CPSA.
- **How do I know when equipment is expiring?**
 - Certificates have an expiry date located on the bottom of the left side.
 - It is the **owner's responsibility** to ensure equipment is re-tested, recertified and new certificate issued prior to the expiry date.
- **What is the difference between a mobile and a portable laser?**
 - There is no difference.
- **Can I register one laser to more than one facility?**
 - Yes.

For additional information on:

- Registration
- Recertification
- Equipment modification/relocation
- Decommissioned equipment
- ARPA listing
- Fees

Please refer to the CPSA Class 3b/4 Laser Equipment web page - www.cpsa.ca/accreditation/laser-equipment